

# **INSTRUCTIONS FOR COMPLETING THE PE APPLICATION BY EXAMINATION, REINSTATEMENT OR RECIPROCITY**

Applications will not be processed if instructions are not followed.

1. ALL APPLICATIONS MUST BE TYPED!
2. Enclose one recent photograph of yourself taken within the last six months.
3. References must complete forms using a typewriter or scanner. If these are not available, ask them to print clearly with a ball point pen.
4. Complete the experience sheets fully – The Board Members are not familiar with your work, so your experience must be judged and evaluated on the information you furnish. Experience information must be detailed, concise, and complete as possible. Please account for all time after the age of 18 or high school graduation.

NOTE: Experience sheets for Reinstatements should account for all time since DATE OF ORIGINAL ARKANSAS APPLICATION.

5. FEES (ALL PAYMENTS ARE NON-REFUNDABLE, UNLESS WAIVED BY BOARD ACTION AND MUST ACCOMPANY YOUR APPLICATION): Make check payable to: Arkansas PE & PLS Fund.

**ORIGINAL REGISTRATION:** \$75.00 application fee and \$125.00 exam fee. Examination fees may be submitted after you have been accepted into the examination. However, the examination fee must be paid before the date of the examination.

**RECIPROCAL REGISTRATION:** \$200.00 (for those PE's who are licensed in another state)

**TEMPORARY PERMIT:** \$150 A temporary permit may be issued upon receipt of application and fees together with verification of ABET degree and both the FE & P&PE Examinations. We do not need to wait for your references. Please submit one check for \$350.00 payable to: Arkansas PE & PLS Fund.

**REINSTATEMENT REGISTRATION:** Call our office for information and fees.

6. Reciprocal applicants using the NCEES Record, we need a total of five (5) references that are less than one (1) year old. If your NCEES record is over one (1) year old, you must submit (four) 4 additional references using the Arkansas Reference Forms.
  7. It is the responsibility of the applicant to forward all references and verification forms to the appropriate parties. Please feel free to call the AR Board if you would like to check the status of your application. As soon as you are licensed, your name will appear on our roster at our website.
  8. A signed and notarized copy of the Rules of Professional Conduct must be included with your application.
  9. Examinations are given in APRIL and OCTOBER:  
Applications to be considered for the APRIL exam must be in the Board's Office complete by FEBRUARY 1<sup>st</sup>. This includes all five (5) references and verifications.  
Applications to be considered for the OCTOBER Exam must be in the Board's Office complete by AUGUST 1<sup>st</sup>. This includes all five (5) references and verifications.
  10. If you want to overnight your application, our physical address is 410 West Third St. Ste. 110, Little Rock, AR, 72201. Please don't forget to give the delivery company our phone # 501-682-2824 in case of a new driver.
- IMPORTANT: If any information or reference sheets are received in this office after the exam deadline, they will be placed in your file and retained for the next testing date.

**General Requirements for Registration & Certification**  
**May be viewed on**  
**our website: [www.arkansas.gov/pels/](http://www.arkansas.gov/pels/)**  
**Under State Laws and Rules**  
**Article 8**

Engineer Interns in Arkansas

Please disregard the Board Verification Form, we verify your Fundamentals of Engineering Exam. The Board verification form is for those who are not Arkansas Engineer Interns.

Reciprocal/Comity Applicants

If you have a National Council Record, please request that your record be transmitted to Arkansas. You may disregard the following forms:

Verification of College

Verification of FE & PE Exams

Experience Sheets  
(You may have no more than four (4) updates)

References

Arkansas requires five (5) references that are less than one year old. Please call NCEES, 864-654-6824, to make sure your references are within the current year. References included in your NCEES Council Record Form which are not current must use Arkansas' Reference Form.

Reinstatement Applicants

You may disregard the following forms:

Verification of College

Verification of FE & PE Exams

Experience Sheets must cover the period from original application to date.

**Original Registration:**

Your BS Degree must be EAC of ABET or equivalent (if you are not sure visit [www.abet.org](http://www.abet.org) or call 410-347-7700).

**Reciprocal Registration**

Reciprocal Applicants “must be deemed to have met the requirements for original registration as a professional engineer in Arkansas which were in effect at the time the applicant received their initial registration as a professional engineer.” Please call Arkansas Board at 501-682-2824 for details.